

POSITION DESCRIPTION EP

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to SRS Personnel Services. Supervisors and incumbents are responsible for the completion of this form.

CHECK ONE: ☐ NEW POSITION ☒ EXISTING POSITION

PART I-Position Information

1. Agency Name Dept. for Children and Families	9. Position Number	10. Budget Program Number
Employee Name (leave blank if position vacant) 2.	11. Present Class Title (if existing position) Social Work Specialist	
3. Division Wichita Region	12. Proposed Class Title	
4. Section Prevention and Protection Services	13. Allocation	
5. Unit Adult Protective Services	14(a). Effective Date	14(b). FLSA Code
6. Location (address where employee works) City: El Dorado County: Butler	For Use By Personnel Office	15. By Approved
7. (Circle appropriate time) Full time Perm. Inter. Part time Temp. %	16. Audit Date: Date:	By: By:
8. Regular hours of work: (circle appropriate time)	17. Position Reviews Date:	Date:

FROM: 8:00 AM/PM TO: 5:00 AM/PM

The position may require work beyond normal business hours including evenings, weekends, and holidays to meet the needs of the customers. There may be little to no notification of the need to work beyond normal business hours due to the immediate need to ensure safety of the customers we serve.

Date: Date:

PART II-Organizational Information

18(a). Briefly describe why this position exists. What is the purpose, goal, or mission of the position.)

This position exists as part of a service delivery team whose purpose is to provide intake/assessment and case planning services to adults and their families. The goal is to provide timely and accurate assessments and interventions to adults which will ensure their safety, improve their functioning and preserve their independence to the extent possible.

This position works in a cooperative fashion with customers, staff, and agency partners to provide efficient and effective service. At DCF, the customer is placed at the center of planning, policy development, program implementation, and practice with customer outcomes driving decision-making at all levels. By integrating services, we create and maintain a prevention focus as a way of doing business by interacting and engaging with others to proactively foster well-being. The social worker in this position will understand, promote, and respect the concept of an integrated service team.

18(b). If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position.

19. Who is the supervisor of this position? (Who assigns work, gives directions, answers questions and is directly in charge.)

Name	Title	Position Number
Kamy Hopper	Social Work Supervisor	
Who evaluates the work of an incumbent in this position?		
Name	Title	Position Number
Same	Social Work Supervisor	

20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

- 1) There is considerable latitude with regard to setting priorities, time management and choosing interventions.
 - 2) Worker will receive training pertinent to job functions. Pertinent manuals/practice handbooks will be provided.
 - 3) Detailed case assignments are made in writing by the supervisor.
- d) Which statement best describes the results of error in action or decision of this employee?
- () Minimal property damage, minor injury, minor disruption of the flow of work.
 - () Moderate loss of time, injury, damage, or adverse impact on health and welfare of others.
 - (X) Major program failure, major property loss, or serious injury or incapacitation.
 - () Loss of life, disruption of operations of a major agency.

21. Describe the work of this position using this page or one additional page only. (Use the following format for describing job duties:) **What** is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action); **why** is the action being done (describe the result or outcome expected); ***How** is the action expected to be performed (describe the manner, methods, techniques or procedures in which the task is currently performed). For each task state: Who reviews it? How often? What is it reviewed for?

Number Each Task and Indicate Percent of Time and identify each function as essential or marginal by placing an **E** or **M** next to the % of time for each task. Essential functions are the primary job duties for which the position was created and that an employee must be able to perform, with or without reasonable accommodation. A marginal function is a peripheral, incidental or minimal part of the position.

No.	%	E or M	All tasks below are reviewed periodically by supervisor through case readings and individual conferences, and participation at decision points may also be reviewed by internal and external auditors.
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Integrated Service Team Member Job Duties

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| 1. | 35 | E | <p><u>Customer Service</u></p> <p>Investigates reports of alleged adult abuse, neglect and exploitation by gathering information from customers, collaterals and family members within mandated time frames in order to promote safety and self-sufficiency. Completes assessments and makes appropriate referrals to community agencies. Social Worker will be required to testify in court hearings and appeal hearings. Social Worker provides direct services to assist with establishment of guardianship or conservatorship when needed. Participates in the development of written service plans which meet customer needs and reflect a holistic view of the customer, recognizing the customer is a part of a larger societal system (e.g. family, community, etc.), and involves customer in service plan development and setting priorities. Monitors progress toward plan goals. Develops alternatives to meet customer needs by being open-minded, using creative thinking and problem-solving skills. Documents case activity in a thorough, accurate and timely manner ensuring that case files are organized and up-to-date. Work reviewed by supervisor at weekly conference or as needed for timeliness, thoroughness and accuracy.</p> |
| 2. | 25 | E | <p><u>Teamwork</u></p> <p>Fully participates in integrated service delivery. Sees the goals of the team and needs of the customer as more important than personal or program specific agendas. Is flexible and uses program expertise to contribute to finding solutions to customer problems. Involves other team members in exploring solutions.</p> <p>Coordinates with Home Health Agencies, Area Agencies on Aging, nursing facilities, Kansas Dept. of Aging, Independent Living Centers, courts, multi-disciplinary teams, mental health centers and developmental disabilities organizations and other service providers in order to assess the customer, develop service plans and to access services and resources for the customer.</p> |
| 3. | 20 | E | <p><u>Communication</u></p> <p>Knows, understands, and communicates agency direction to others and relates work to overall goals of DCF and state government. Communicates with customers, the community, managers and co-workers in a manner that is courteous, respectful, and protects human dignity. Establishes rapport and engages with customer in a manner which allows incumbent to effectively assess customer needs through allowing the</p> |

customer to tell their story. Communicates options for agency and community services to meet identified customer needs in a manner that the customer can understand. Effectively communicates customer needs to team leader, other team members, and appropriate community partners in order to facilitate development of a customer-driven service delivery plan.

Worker will meet weekly or as needed with supervisor to discuss cases. Maintaining timely and accurate communication is essential in assuring a smooth operation and to ensure services are delivered to clients effectively. Case documentation will be done on an ongoing basis, with entries made within prescribed time frames of the occurrence of the case event. All additional forms, reports and letters will be completed in accordance with agency policies, regulations and procedures. Internal and external communication with all parties involved must be on-going and consistent in order to ensure safety of involved adult, and will be reviewed by supervisor at weekly conference for timeliness, thoroughness and accuracy.

4. 20 E

Leadership

Demonstrates leadership by fostering a commitment to achieving mission, vision, and guiding principles of the agency, the region, and the Program and Service Integration line of business. Serves as advocate for customer throughout all program areas and lines of business within the agency. Identifies gaps and needs for community and agency services and seeks to develop needed service. Models behavior expected from others. Ensures relationships within and between lines of business are constructive and demonstrate mutual support, respect, trust, openness, and value diversity.

The worker will be a positive role model for the agency and will be a full participant in making the organization a High Performance Organization. The worker will sometimes participate on task force groups, meetings in the community, etc. The worker will actively participate in unit meetings and training seminars. The worker will receive training from the agency in order to assess individuals and to provide services. It is the responsibility of the worker to accumulate 40 Continuing Education Units (CEU's) every two years to maintain their social work license. Work will be reviewed by supervisor at weekly conference or as needed for timeliness, thoroughness and accuracy.

*The description of how the work is to be performed does not preclude the consideration of reasonable accommodation(s) for qualified persons with a disability.

22. List the consequences of not performing the essential functions of this position as identified in Section 21.

Consequences for not following through with APS and consumer assessments could result in injury or death of consumer. Errors may cause agency liability, both civil and financial and major program failure. Placements of adults could be jeopardized along with their safety.

23. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position.

- () Lead worker assigns, trains, schedules, oversees, or reviews work of others.
- () Plans, staffs, evaluates, and directs work of employees of a work unit.
- () Delegates authority to carry out work of a unit to subordinate supervisors or managers.

b. List the class titles, and position numbers of all persons who are supervised directly by employee on this position.

Title

Position/KIPPS Number

24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

This position requires daily contact with agency employees, including administrative and supervisory staff, community agencies, government officials, community leaders, and the general public. Contacts are in person, by telephone, or e-mail to provide information regarding agency programs, policy, and procedures, and to obtain input for evaluation, change, and to insure local and government cooperation.

25. What hazards, risks or discomforts exist on the job or in the work environment?

The work environment involves hazards, risks or discomforts typical of working with or around abusive or hostile clientele. Exposure to disagreeable weather conditions, disease, unsanitary conditions, risk of physical injury, extreme levels of temperature, inadequate ventilation and lighting are normal.

26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used.

Daily use of computer system, spreadsheet and database applications, printers, copiers, scanners, fax machine, calculator, shredder, telephone, general office equipment, and vehicle to travel for business required. Frequent use of digital camera and audio recorders.

PART III-Education, Experience and Physical Requirements Information.

27. Minimum Qualifications as stated in the State of Kansas Class Specification.

Licensed to practice social work in the State of Kansas at the time of hire.

28. SPECIAL REQUIREMENTS

A. State any additional qualifications for this position that are necessary to perform the essential functions of the position. (License, registration or certification).

Security Clearance. Maintain a valid driver's license.

B. List any skill codes or selective certification required for this position. Selective certification must first be approved by the State Division of Personnel Services.

C. List preferred education or experience that may be used to screen applicants.

Experience working with vulnerable adults.

REQUIRED KNOWLEDGE, ABILITIES, AND SKILLS

Knowledge

*Knowledge of ethical standards, principles, and practices of social work, counseling, and human behavior.

*Knowledge of clinical assessment principles and techniques.

*Knowledge of interviewing and other information gathering techniques.

Knowledge of principles of consulting, teaching, and learning.

Knowledge of the structure and function of mental health and welfare services.

*Knowledge of the theories of group interaction and therapeutic intervention.

Knowledge of client outcome identification and measurement.

Abilities

**Ability to develop and implement individual service plans with flexibility and independence.*

**Ability to utilize relevant personality theory, casework method, supervision, and consultation in social work practice*

**Ability to work efficiently and effectively with other staff and community organizations.*

**Ability to function constructively under the pressures and risks involved in working with persons having complex social, physical, emotional, and mental problems.*

**Ability to identify dysfunctional relationships and environmental conditions.*

**Ability to exercise sound judgment in the performance of assigned responsibilities.*

**Ability to write meaningful, concise, and accurate reports and correspondence.*

**Ability to provide testimony at court hearings.*

**Necessary at Entry*

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29. Describe the physical characteristics of the job as they relate to essential functions (focus on results, not methods of obtaining results).

Work is in office, community settings and consumer's homes. The employee may be required to perform handling activities with lightweight or easily moved items (e.g. books, file folders, boxes of office supplies, small machine parts, etc.); perform moving activities for brief periods; operate light equipment; perform repetitive motions for brief periods.

This employee must have the ability to communicate clearly in person, by phone, e-mail, be able to travel and be away from their home for periods of time when attending meetings, trainings, and conferences. Must have the ability to apply proper interviewing techniques, assess social service needs, and identify resources to meet client needs. Must be able to develop cooperative and satisfactory contacts with clients, collaterals, and other professionals.

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30. Describe any methods, techniques or procedures that must be used to insure safety for equipment, employees, clients and others.

Employees are instructed to use standard safety devices available and provided for machinery and equipment, e.g. wrist rests for computer keyboards, seatbelts for automobiles, etc. Employees are instructed to maintain environmental awareness during field work to avoid or otherwise prevent or minimize unsafe situations and unsafe personal contact. When transporting agency customers, staff are instructed to take precautions that insure their safety and the safety and welfare of those being transported, including adherence with child safety seat regulations, and adherence with state policy in regard to use of cell phones and other electronic devices when operating a vehicle in the course of conducting state business. Employees are cautioned to execute strict key control for agency facilities and lock all doors after normal duty hours. To ensure the safety of employees and customers, Wichita Region staff are expected to display their ID badges when at the work site, and to comply with approved safety policies and procedures posted on the regional web page.

PART IV-Signatures

Signature of Employee

Date

Signature of Personnel Official

Date

Signature of Supervisor

Date

Signature of Agency Head or
Appointing Authority

Date